



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 19TH THEATER SUPPORT COMMAND**  
**UNIT #15015**  
**APO AP 96218-5015**

REPLY TO  
ATTENTION OF:

EANC-GP

07 JAN 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter # 7 – Officer Utilization

1. REFERENCES.

- a. DA Pam 600-3, Commissioned Officer Development and Career Management, 1 Oct 98.
- b. AR 614-30, Overseas Service, 23 Sep 04.

2. PURPOSE. This memorandum provides my policy and procedural guidance regarding officer utilization.

3. APPLICABILITY. This policy applies to all Active Component officers assigned to the 19th Theater Support Command (TSC) forward deployed in Korea.

4. GENERAL POLICY. Army requirements are the primary factors in selecting an officer for an assignment. Officer professional development, grade, control code/MOS, education, experience, availability and their preference are other factors affecting assignments. Every attempt will be made to make assignments fair and equitable. Like units will be manned at comparable levels. In terms of quality and quantity of officers, consistent with operational readiness requirements and priorities established by the Cdr, 19th TSC, the equitable distribution of officers will be done by the following categories:

- Resident Command and General Staff College (CGSC) graduates (MEL 4)
- Non-Resident CGSC graduates (MEL 4)
- Advanced Course graduates (MEL 6)

a. Lieutenants. Commanders' first priority should be placing Lieutenants in platoon leader positions, allowing junior officers the best professional development, growth and leadership opportunities. Our goal is to minimize the number of Lieutenants in staff positions.

b. Captains. To the extent possible, incoming Advanced Course graduate Captains will be assigned to MSC/Battalion staff for a period of 3-6 months prior to assuming command unless professional reasons (e.g. year group) dictate otherwise. An officer selected for command must submit an extension prior to command commensurate with a command tour of 12-15 months, whichever the MSC Commander deems appropriate. Priority for command goes to deserving Advanced Course graduates who have not previously commanded. No officer, who is not an advanced course graduate, will be placed in command of a unit authorized a Captain or higher without consultation with the Commanding General.

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c. Field Grade Officers. Majors and Lieutenant Colonels are assigned branch qualifying positions as an essential element of their career progression. Priority for branch qualifying positions is given to senior non-branch qualified Majors in theater who have completed CGSC. MEL 4 officers are assigned to S3/XO/SPO positions as soon as possible. The MSC commanders will coordinate with the G1 prior to internally reassigning field grade officers and promotable Captains or when filling any field grade positions. The G1 will apprise the command group of the assignment of all Majors and resolve conflicts when the affected units and staff principals cannot agree. On an annual basis, the G1 will present to the command group, a field grade slate for decision. The Commanding General approves all field grade assignments.

d. Warrant Officers. The G1 manages all Warrant Officers with Warrant Officer Section, 8th PERSCOM. The MSCs will assign Warrant Officers to their subordinate units by authorizations.

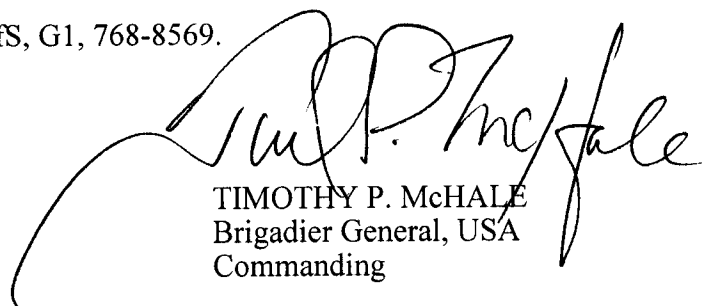
5. SPECIFIC POLICIES. Officer Transfers. Officers assigned to this command will serve their full tour of duty within the 19th TSC. Requests for transfers between the 19th TSC MSCs or to units outside the 19th TSC will be considered on a case-by-case basis and must be approved by this headquarters prior to the officer's transfer.

a. Officers transferring to a unit outside the 19th TSC must submit a Cost Estimate Worksheet, Letter of Release and Letter of Acceptance from the losing and gaining units through their chain of command. The letters must include the desired release date. The officer must also submit a Foreign Service Tour Extension request (EA 641-E) if required to support the transfer.

b. Officers transferring to another unit within the 19th TSC must also submit a Cost Estimate Worksheet, Letter of Release and Letter of Acceptance from the losing and gaining units. If the officer needs an extension, the officer must submit a Foreign Service Tour Extension request (EA 641-E) for transfer. The remarks section should state that the extension is to assume duty in another 19th TSC subordinate command (e.g. Company Commander or branch qualifying job (Field Grade)).

6. SUPERSESSION. This policy memo supersedes 19th TSC Command Policy Letter # 7, 1 Dec 02.

7. The point of contact is ACoS, G1, 768-8569.



TIMOTHY P. McHALE  
Brigadier General, USA  
Commanding

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